



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy # 301	Approval Date: 11/15/11
Policy Title Alcohol and Drug Abuse Policy	Effective Date: 01/01/12
	Revision Date(s): 8/05/14; 6/19/18

Employees are forbidden to use or possess alcohol or illegal drugs at any time during the work day or anywhere on Dodge County property. Employees are forbidden to engage in any sale or transaction involving illegal drugs on County property. Employees violating this policy will be subject to immediate discipline.

Employees under the influence of alcohol or drugs on the job will be subject to discipline. Employees who appear to be in an impaired condition on the job may be asked by their supervisor to submit to a test to determine whether they are under the influence of alcohol or illegal drugs. Any refusal to submit to a test will be treated as insubordination and will be subject to discipline.

Any sale of illegal drugs during the work day or on County property will result in immediate discharge.

Employees who must use a prescription drug that causes adverse side effects which effects their ability to perform assigned work should inform their supervisor that they are taking such medication, what the side effects are and if requested produce a copy of the original prescription. If the side effect of the prescription drug interferes with the employee's ability to perform assigned work, the employee may be required to use sick leave.

Testing

Employees of the Highway Department and Sheriff's Department are subject to drug and alcohol testing according to departmental policy.